Dodge County, State of Wisconsin Information Technology Wednesday, May 22, 2013

Minutes of the Wednesday, May 22, 2013 Information Technology meeting held in the Dodge County Administration Building, in Room 1A, 1st floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM.

Members Present:

Duchac, Bobholz, Houchin

Members Excused:

Maly, Schwartz

Also Present:

Ruth M. Otto, Director of Information Technology, Jim Mielke, County

Administrator, Aaron Ellis, Sheriff's Office

Meeting called to order at 6:00 PM by Chair Duchac

Committee Chair Duchac acknowledges that sufficient members of the Information Technology Committee are present and therefore there is quorum at start of meeting.

Committee Chair Duchac confirms compliance with open meetings law following brief posting report by IT Manager.

Motion by Houchin, seconded by Bobholz, to approve Information Technology Committee agenda as presented and to grant permission for IT Committee Chair to deviate from agenda as needed. Motion carried.

No Public Comments.

No Committee Member reports.

Motion by Houchin, seconded by Bobholz, to approve minutes from Tuesday, April 16, 2013 of the Information Technology Committee meeting. Motion carried.

Under the IT Director's report the following were summarized and reviewed:

- New World / Sheriff Aaron Ellis represented the Sheriff's office in the discussion of the need to purchase additional enhancements for New World. It was made clear that what was purchased would work but it would be best to add the additional features to improve the environment for Sheriff and agencies. Duchac made it clear that the maintenance fees must also be looked at to ensure this addition is reflected properly in the budget in the future. It was decided that a resolution will be presented to the board and the IT Committee will be a part of that.
- Website update Houchin shared with the committee that he discovered advertising on the mobile version of the site and it needs to be removed, much like what happened to the full version of the site. It was suggested that a press release be put out about the new website.
- Henry Dodge Building an update was provided on the readiness to move Clinical Services and ADRC to the new building. All aspects of the project for IT is on schedule.
- Mayville Highway Shop the County has gained access to the hardware that supports thee phones for the site and still working with the old owner's IT contact to get access to the card

- system and cameras on site. Charter line is ordered to connect to County and phone lines ordered to provide ring tone.
- Social Media Committee began gathering information on where the County can best benefit from Social Media. Getting a survey ready to send out to the entire county to get more information. Emergency Management is looking into training options that are free to the County. Houchin suggested providing some case studies and guidelines to the committee. He suggested looking at software to assist like Sprout, Hoot Suite and Argyle Central.
- Time Tracking gathered some data from the members on how current tracking works, impact on the department and the needs for the future. Putting that report together to share with the committee next time we meet.
- Network Audit did not have the results ready to share.
- Special Meeting to discuss CIP/Budget agreed to meet for a special meeting on 6/10 at 6 pm.

Consideration for IT Purchases and Procurement of Services:

- 1) Maintenance for MailArchiva for \$1299.61. Motioned by Houchin, seconded by Bobholz.. Motion carried.
- 2) Maintenance for Citrix/Xen Desktop for \$4654. Motioned by Bobholz, seconded by Houchin. Motioned carried..

Suggested next committee meeting date: Wednesday, June 19, 2013 at 6:00 AM in Room 1A, 1st floor in the Dodge County Administration Building, 127 E. Oak St. Juneau, Wisconsin.

Motion made by Bobholz, seconded by Houchin to adjourn the meeting. Meeting adjourned by Chair Jeff Duchac at 7:15 PM. Motion carried.

James Houchin, Secretary